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Secretariat

13 April 2005

Secretary-General's bulletin

Designation of staff members performing significant functions in the management of financial, human and physical resources

The Secretary-General, for the purpose of establishing procedures to be followed by departments, offices and regional commissions of the United Nations with regard to the designation of staff members performing significant functions in the management of financial, human and physical resources, promulgates the following:

Section 1
Purpose and scope

1.1 The purpose of the present bulletin is to define the authority and role of the Department of Management and, within that Department, of the Office of Programme Planning, Budget and Accounts, the Office of Human Resources Management and the Office of Central Support Services, with regard to staff members performing significant functions in the management of financial, human and physical resources.

1.2 The present bulletin shall apply in conjunction with the Financial Regulations and Rules of the United Nations, the Staff Regulations and Rules and related policies and procedures.

1.3 In this regard, the present bulletin aims at achieving a proper balance between delegation of authority in financial, human and physical resources management and central control and coordination.

Section 2
General provision

2.1 Under the provisions of the present bulletin, the Under-Secretary-General for Management is entrusted with the authority to designate staff members performing significant functions in the management of financial, human and physical resources, wherever they may be assigned in the United Nations.

2.2 The Under-Secretary-General for Management in turn relies upon the Controller and Assistant Secretary-General for Programme Planning, Budget and Accounts, the Assistant Secretary-General for Human Resources Management and the Assistant Secretary-General for Central Support Services for the designation of

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staff members performing significant functions in their respective areas of responsibility.

Section 3
Responsibility and accountability

3.1 In the performance of functions related to the management of financial, human and physical resources, staff members designated under the provisions of this bulletin are accountable to the officials who designate them, as well as to the head of their respective department or office.

3.2 In designating staff members performing significant functions in financial, human and physical resources management, the officials responsible for the designation must ensure that the staff members selected have the requisite qualifications and experience to carry out the functions assigned to them and to provide consistency in the application of the Organization's regulations, rules, policies and procedures.

Section 4
Designation of executive officers, chiefs of administration and chief administrative officers

4.1 Proposals for the designation of departmental executive officers or equivalent functions, chiefs of administration (offices away from Headquarters) and chief administrative officers (missions) shall be addressed to the Under-Secretary-General for Management, who will proceed with the necessary consultations with the Controller and Assistant Secretary-General for Programme Planning, Budget and Accounts, the Assistant Secretary-General for Human Resources Management and the Assistant Secretary-General for Central Support Services in their respective area of responsibility.

4.2 Following the review by the three Assistant Secretaries-General, the Under-Secretary-General for Management will finalize the designation of the above-mentioned staff.

Section 5
Designation of staff members performing financial management functions

The following proposals shall be addressed for final approval to the Controller, Assistant Secretary-General for Programme Planning, Budget and Accounts:

(a) Designation of all professional officers, irrespective of level, whose functions involve financial duties, whether in whole or in part;

(b) Designation of all certifying officers, approving officers and bank signatories, except where the authority to designate has been expressly delegated.

Section 6
Designation of staff members performing human resources management functions

Proposals for designation of chiefs of personnel, chiefs of recruitment and personnel administration and all professional officers with significant

responsibilities for personnel administration shall be addressed for final approval to the Assistant Secretary-General for Human Resources Management.

Section 7
Designation of staff members performing physical resources management functions

Proposals for designation of chiefs of general services, chief procurement officers and chiefs of telecommunications and computer operations shall be addressed for final approval to the Assistant Secretary-General for Central Support Services.

Section 8
Designation of officers-in-charge performing significant functions in financial, human and physical resources management

The provisions of the present bulletin shall also apply to individuals designated as officers-in-charge for a period exceeding one month to perform the functions detailed in sections 4, 5, 6 and 7.

Section 9
Final provisions

9.1 The present bulletin shall enter into force on 15 April 2005.

9.2 The Secretary-General's bulletin of 30 April 1991 entitled "Designation of staff members performing significant functions in financial management, personnel management and general services administration" (ST/SGB/213/Rev.1) is hereby abolished.

(*Signed*) Kofi A. **Annan**
Secretary-General